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VITAL MATERIAL SCHEDULE

OFFICE OF LOGISTICS

Attachment 1
6 January 1956
to LI 40-6-4

Item No.	Staff or Div.	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions	Remarks or Follow-up
1.	D/L	Dept. of Defense Basic Support Agreements and Operating Agreements	D/L	Direct	As completed	Destroy only when instructed	
2.	Admin. Staff	Mission and functions of all elements of OL	Admin Staff	Direct	As written or revised	Destroy when superseded	
3.	Admin. Staff	Aliases and Pseudos/OL	(FI/RI)				
4.	Admin. Staff	Approved T/O for OL	Admin Staff	Machine Tabulation	Monthly (Subsequent to current month)	Automatic replacement	
5.	Admin. Staff	Position Inventory for OL	Personnel Office	Microfilm	Three months		
6.	Admin. Staff	Personnel Information Cards	Personnel Office	Machine Run	Three months		
7.	Admin. Staff	OL Annual Final Budget Estimates	AS/B&F Branch	Direct	Annual	Destroy when superseded	
8.	Admin. Staff	OL Instructions and Procedures	AS/R&S Branch	Direct	As issued	Destroy when notification of rescission	
9.	Admin. Staff	List of Couriers Auth. for Top Secret	AS/MCB	Direct	As Revised	Destroy when superseded	

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Attachment 1
6 January 1956
to LI 40-6-4

VITAL MATERIAL SCHEDULE

OFFICE OF LOGISTICS

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10.	Admin. Staff	Plans Applicable to Emergency Relocation Operations	Admin. Staff	Direct	As Prepared	Destroy when superseded	
11.	Security Staff	List of Post Office Boxes serviced by OL	Security Staff	Microfilmed	Annually	Destroy upon receipt of new microfilm	
12.	Security Staff	List of Cleared Personnel (Contractor and Govt. Affiliates)	Security Staff	Microfilmed	Annually	Destroy only when instructed	
13.	Planning Staff	a. Studies on major problems or issues which require considerable time to accomplish the recommended action, or which require coordinated joint action with other Govt. Agencies	Planning Staff (various sections)	Direct copies (microfilm if considered more feasible)	As prepared	Destroy only upon instruction	
		b. Major Base Status Report	PS/PPB	Direct	Quarterly	Automatic Destruction upon receipt of new Report	

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

VITAL MATERIAL SCHEDULE

OFFICE OF LOGISTICS

Attachment 1
6 January 1956
to LI 40-6-4

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14.	Planning Staff	Materiel requirements analysis and planning data relating to: a. T/OEA Concepts b. Force Strength c. Base Distribution concepts d. Completed Determinations of Materiel requirements e. Factor tables, weights, cubes and similar planning data	PS/PP/LA	Direct copies	As prepared	Destroy only upon instruction	
15.	Planning Staff	Plans and rosters applicable to the emergency relocation operations of the Office of Logistics	Planning Staff	Direct copies	As prepared or modified	Destroy only upon instruction	
16.	Procurement Division	Contracts, Amendments, Letters affecting Contracts and other documents, such as Findings and Determinations, GSA Form 1036, etc. (This does not include specifications when, for security reasons, they are not made a part of OL files)	PD/Contract Br.	Direct	Currently as prepared	Destroy upon notification of completed payment	

~~CONFIDENTIAL~~

VITAL MATERIAL SCHEDULE

Attachment 1
6 January 1956
to LI 40-6-4

OFFICE OF LOGISTICS

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17.	Procurement Division	Vendor Contract Cards (Record by Contractor's Name of Contracts Awarded - Form No. 667)	PD/CB	Microfilm	Six Months	Destroy upon receipt of new microfilm	
18.	Procurement Division	Ledger, Contracts and other Important Papers on Foreign Arms Procurement Matters.	PD/SPB	Microfilm Ledger-- Copies Contracts	Quarterly as received	Destroy only when instructed	
19.	Procurement Division	GSA Procedural letters relating to the establishment and continuation of the General Working Fund for procurement of General Services material and supplies for special items, Region 3	PD/SPB	Microfilm, or copies when possible	As received	Destroy only when instructed	
20.	Procurement Division	Accountings, special procurement, cash advance funds	PD/SPB	Copies	As prepared	Maintain a 3 year level of accountings	
21.	Procurement Division	Contracts executed by Special Purchase Branch	PD/SPB	Direct	Copies currently as prepared	Destroy upon notification of completed payment	
22.	Procurement Division	Any written Division operating procedures and Plans applicable to emergency relocation operations	PD/Off. of the Chief	Direct	As written	Destroy only upon instruction	

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~Attachment 1
6 January 1956
to LI 40-6-4VITAL MATERIAL SCHEDULEOFFICE OF LOGISTICS

Item No.	Staff or Div.	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions	Remarks or Follow-up
23.	Supply Division	Agency Catalogue Publications	SD/ICB	Direct	As published	Withdraw upon receipt of superseding publications	
24.	Supply Division	Stock Accounting Change Letters	SD/ICB	Direct	As published (monthly)	Destroy upon receipt of semi-annual Stock Status Nomenclature Cards (Item 34)	
25.	Supply Division	Publications: a. DSMA H 2-3, Federal Supply Classification - Alphabetic Index b. Cataloging Handbook H 6-1, Federal Item Identification Guides c. Cataloging Handbook H 2-1, Federal Supply Classification - Groups and Classes	SD/ICB	Direct	As published (approx. semi-annually)	Withdraw and return upon receipt of superseding publications	
26.	Supply Division	Deeds of Trust Registered for Covert Vehicles	SD/SOB/VS	Microfilm	Quarterly	Destroy only upon instruction	
27.	Supply Division	Vehicle Record Cards	SD/SOB	Microfilm	Six Months	Destroy upon receipt of New Microfilm	

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~Attachment 1
6 January 1956
to LI 40-6-4VITAL MATERIAL SCHEDULEOFFICE OF LOGISTICS

Item No.	Staff or Div.	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions	Remarks or Follow-up
28.	Supply Division	Overall forecasts of materiel requirements (gross) covering a 2 year period, as prepared by operating elements and submitted to OL, Dec. each year	SD/SOB/RS	IBM Tabulation	Annual	To be held for 2 years	
29.	Supply Division	Overall forecasts of materiel requirements (net) covering a 2 year period as completed in June each year	SD/SOB/SMS	IBM Tabulation	Annual	To be held for 2 years	
30.	Supply Division	Schedules of World-wide Requirements and Assets	SD/SOB/SMS	Copy	As prepared	Destroy when superseded	
31.	Supply Division	Stock Status Files (Includes "In Use", and "On Hand"-MRD #315 & 304)	Machine Records	Machine Run Cards	Semi-Annual	Automatic Replacement (Approx. 36M Cards)	
32.	Supply Division	New Balance Forward Cards (Includes "In Use", and "On Hand"-MRD #315 & 304)	Machine Records	Machine Run Cards	Each Cut-Off Period	To be held by the Repository until the next semi-annual Stock Status run and then destroyed. (Approx. 8M cards each run)	To be made up each cut-off period (bi-weekly), used by Machine Records to serve their needs and released for deposit as soon as possible prior to next cut-off
33.	Supply Division	In Transit Report (MRD #311)	Machine Records	Machine Tabulation	Monthly	Automatic Replacement	

~~CONFIDENTIAL~~

Attachment 1
6 January 1956
to LI 40-6-4

VITAL MATERIAL SCHEDULE

OFFICE OF LOGISTICS

Item No.	Staff or Div.	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions	Remarks or Follow-up
34.	Supply Div/SOB	Activity Registers Stock On Hand Stock In Use Stock Nomenclature (MRD #304,315 & 399)	Machine Records	Machine Run Cards	Each Cut-Off period	To be held until the next semi-annual Stock Status run and then destroyed	Run each cut-off period and deposited with New Balance Forward Cards
35.	Supply Div/SOB	Stock Status Nomenclature Cards (MRD #399)	Machine Records	Machine Run Cards	Semi-Annual	Automatic Replacement (Approx. 100M Cards)	
36.	Supply Div/SOB	Machine Tabulation of Due-In and Due-Out Stock Reports (MRD #306)	Machine Records	IBM Tabulation	Semi-Monthly	Automatic destruction of report authorized upon receipt of new report	
37.	Supply Div/SOB	Monthly IBM Tabulation Stock Status Report by Family Groups	SD/SOB	IBM Tabulation	Bi-Monthly	Automatic Destruction upon receipt of New Report	
25X1A6a 38.	Supply Div/SOB	██████████ Stock Status Report (Agency Assets In Stock or In Use at Field Activities)	SD/SOB	Direct	Monthly (Subsequent to current month)	Automatic destruction upon receipt of new report	
39.	Supply Div/SOB	Accountable Stations Quarterly Report	SD/SOB	Direct	Quarterly	Upon receipt of New Report	

~~CONFIDENTIAL~~Attachment 1
6 January 1956
to LI 40-6-4VITAL MATERIAL SCHEDULEOFFICE OF LOGISTICS

Item No.	Staff or Div.	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions	Remarks or Follow-up
40.	Supply Div. ORB	Militer Package File (Containing Coding, Package Sizes and Contents)	SD/ORB	Direct, as written (or Microfilm)	As written	Destroy only when instructed	
41.	Supply Div/ORB	Carton Specifications (For Weapons and Ammunition)	SD/ORB	Direct	As written	Destroy only when instructed	
42.	Supply Div/ORB	Dept. of the Army Work Orders (Reflecting condition, packing and serviceability of weapons and ammunition)	SD/ORB	Microfilm to date - Direct copies thereafter	As written	Destroy only when instructed	
43.	Supply Div	Gross & Net Sq. Ft. by Location of Storage Space in Installations World-wide	SD/STB	Direct	As written or revised	Destroy upon receipt of new report	
44.	Supply Division	Any written Division operating procedures and plans applicable to emergency relocation operations	SD/Off. of the Chief	Direct	As written	Destroy only upon instruction	
45.	Transportation Division	Description and Assignment of all passenger carrying vehicles and trucks within the U.S. which are charged to Acct. #100, including certificate of title number	TD/HB	Microfilm	6 months intervals	Automatic destruction of microfilm authorized upon receipt of new microfilm	

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~Attachment 1
6 January 1956
to LI 40-6-4VITAL MATERIAL SCHEDULEOFFICE OF LOGISTICS

Item No.	Staff or Div.	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions	Remarks or Follow-up
46.	Trans. Division	Declarations of Trust from individuals having Agency-owned vehicles in their possession	TD/HB	Microfilm	6 months intervals	Automatic destruction of microfilm authorized upon receipt of new microfilm	
47.	Trans. Division	Shipping Documentation Nomenclatures for TSS Special Items (to satisfy ICC Regs.)	TD/CB	Direct	As written or revised	Destroy only when instructed	
48.	Trans. Division	Code TO: a. Covert Shipping Address Listing (for use in telephoning) b. List of Shipping Channels by Station Cover	TD/CB TD/CB	Direct Direct	Quarterly As prepared	Destroy when superseded Destroy when superseded	
49.	Trans. Division	Port Code Designators	TD/CB	Direct	As prepared	Destroy when superseded	
50.	Trans. Division	Outside Contacts Listing: a. Dept. of Defense b. Dept. of State c. Dept. of Commerce d. Dept. of Treasury e. GSA f. Dir. of Traffic, D.C. g. Commercial Airlines h. Other Commercial Firms	TD/CB	Direct	As prepared	Destroy when superseded	

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~Attachment 1
6 January 1956
to LI 40-6-4VITAL MATERIAL SCHEDULEOFFICE OF LOGISTICS

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51.	Trans. Division	Form Letters Used by TD	TD/CB	Direct (one copy of each)	As prepared	Destroy when superseded	
52.	Trans. Division	Publications a. GSA Regs, Title 1, Personal Property Management b. Pertinent Public Laws c. Campbell's Tariff d. Comprehensive Export Schedule e. Air Shipping Digest f. AF-TO-OO-85-13 g. Highway Mileage Guide h. Shipping Digest i. Official Railroad Guide j. Official Motor Freight Guide k. Official Airline Guide l. Official Steamship and Airway Guide m. The Forwarder	TD/CB	Direct	As published or revised	Destroy when superseded	
53.	Trans. Division	Tables of Vehicular Allowances	TD/P&C	Direct	Initially microfilmed, subsequent TVA (After 1 Jan '56) as written	Destroy when superseded	

~~CONFIDENTIAL~~

Attachment 1
6 January 1956
to LI 40-6-4~~CONFIDENTIAL~~
VITAL MATERIAL SCHEDULEOFFICE OF LOGISTICS

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54.	Trans. Division	Any written Division operating procedures and plans applicable to emergency relocation operations	TD/Off. of Chief	Direct	As written	Destroy only upon instruction	
55.	RE&C Div.	Deeds	RE	Direct (Photostat)	Copy as completed	Destroy only upon instruction	
56.	RE&C Div.	Leases, Construction Contracts and Utility Contracts	RE	Direct (Carbon copy)	Copy as completed	Destroy upon notification of completion	
57.	RE&C Div.	Use Permits	RE	Direct (carbon copy or photostat)	Copy as completed	Destroy upon notification of completion	
58.	RE&C Div.	Deeds to Safehouses (Sealed Envelope)	RE&C/SHE	Photostats	As prepared	Destroy only upon instruction	
59.	RE&C Div	Inventory List of Safe-houses (Sealed Envelope)	RE&C/SHE	Direct	Prepared Quarterly	Return to OL as replaced	
60.	RE&C Div	Agency Telephone Directory	AS/R&S Br.	Direct	Quarterly	Automatic destruction of directory authorized upon receipt of new directory	

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Attachment 1
6 January 1956
to II 40-6-4

VITAL MATERIAL SCHEDULE

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61.	RE&C Div.	Any written Division operating procedures and plans applicable to emergency relocation operations	RE	Direct	As written	Destroy only upon instruction	
62.	Ptg. Services Division	Any written Division operating procedures and plans applicable to emergency relocation operations	PSD	Direct	As written	Destroy only upon instruction	

~~CONFIDENTIAL~~